

**SEATTLE PUBLIC UTILITIES  
FACILITATED PERMIT COORDINATION**

**CITY OF SEATTLE & US ARMY CORPS OF ENGINEERS  
*Informal Pre-Application Meeting***

**What Does Each Project Manager/Lead Need to Have Prepared?**

1. **MAPS** (*Prefer 8 ½ x 11*) *See Masako Lo for example*
  - Vicinity Map
  - GIS Map – Showing bodies of water, critical areas, fish &/or wildlife at the site, or within 3 mile radius of the project site. Topography lines are helpful for surface water flow.
  - Site Map
  - Plan View
  - Cross Section
  - Detail
2. **WRITTEN MATERIALS:**
  - Complete the “General Project Description Form”
  - Joint Aquatic’s Review Permit Application (JARPA)
  - Complete a *draft JARPA* Application Form as completely as possible (Masako Lo has good examples. Katherine Lynch can assist with fish information)
  - If there is not enough scope or design complete, provide a GIS map as described above.
  - Blank Electronic Copy is attached
3. **PHOTOS**
  - Aerial Photos if available
  - Site Photos showing water bodies and proposed construction activities

**Who Should Attend the Informal Pre-application meeting?**

The Project Manager, or designated lead must attend. Planners, designer or other key project team members are welcome and encouraged to attend as well.

**When Do I need to be at the meeting?**

It is recommended that you have some flexibility. If you can arrive 5-10 minutes ahead of time, in case we are ahead of schedule, great. We will try to keep on schedule. If you have time constraints, please let Joy Keniston-Longrie know at 684-5972.

**How many copies do I need to bring?**

- 10 Sets of Copies to hand-out